

## **CITY OF HELOTES JOB ANNOUNCEMENT**

**JOB TITLE:** Firefighter/Paramedic  
**DEPARTMENT:** Fire  
**FLSA STATUS:** Non-Exempt  
**EFFECTIVE DATE:** July 1, 2014  
**CLOSING DATE:** July 15, 2014 @ 5 pm  
**SALARY RANGE:** \$34,406 to \$57,344 @ 53 weekly hrs  
**SUBMISSION:** Submit Application and Resume to HR Department

### **JOB SUMMARY:**

Under the direct supervision of the Incident Commander, shift Fire Captain and/or Medical Director, working on a 24 hour shift; control and extinguish fires, protect life and property; administer emergency medical treatment by providing definitive care at the scene of an accident or illness and do related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

Respond to fires, fire alarms, emergency medical service calls and other emergency calls;

Provide emergency medical care at the scene of illness or injury;

Triage and assure safe transport;

Operate emergency medical and rescue equipment including safe driving skills of the ambulance;

Perform hazardous tasks under emergency conditions which may require strenuous exertion while caring for critically ill and injured people;

Perform fire suppression functions including rescue, deploying and operating hose, ventilate roofs;

Perform salvage work after fires, and other related tasks associated with fire suppression;

Operate emergency medical, to include advanced life support equipment, fire and rescue equipment in a safe manner;

Work in and perform rescue and emergency care at hazardous materials scenes, disasters, mass casualty situations, or where weapons of mass destruction have been used or may be present;

Perform rescue or rescue support functions at scenes requiring technical rescue, such as water/swift water rescue, confined space rescue, trench rescue, vehicle extrications, vertical rescue, building collapse, or rescue from other types of entrapment;

Work in an outdoor environment subject to extremes of temperature, inclement weather and intermittent exposure to dust, fumes and loud noise intensity;

Maintain physical activity over prolonged periods of time including standing attacking a fire, walking, kneeling and stooping in awkward positions and moving/lifting heavy objects up to 100 pounds;

Climb ladders and work at considerable height while supported by ladders or ropes;

Work in close/confined spaces safely;

Wear/use self contained breathing apparatus and/or air purifying respirators and other personal protective and chemical protective equipment as required;

May be required to work holidays and respond to emergencies while off duty and "fill-in" as needed;

Work on a shift of 24 hours on duty and 48 hours off duty; May be assigned other work schedules as needed;

Inspect, clean and maintain apparatus, equipment, quarters and grounds;

Conduct inspections of businesses and hydrants to ensure compliance with City ordinances pertaining to fire prevention codes;

Conduct pre-incident evaluations and develop plans for emergency responses to these properties;

Participate in and occasionally conduct fire and EMS training classes and drills;

Study technical materials on equipment operation, fire suppression, rescue, EMS, hazardous materials and fire prevention to improve or maintain an effective level of performance;

Perform related duties such as physical training;

Study maps to learn the district assigned as necessary;

Use and maintain safety equipment as required by departmental regulations;

Work effectively as a team member;

Converse fluently in English and read English;

Use tact, diplomacy and discretion as required;

Read, write and understand written instructions, reports and documents;

Maintain the appropriate uniform and acceptable personal hygiene;

Must have the ability to report to work on time and remain on duty for the duration of the assigned work schedule and

Must not pose a threat to the health and safety of self or others.

**OTHER JOB FUNCTIONS:**

May be required to drive and operate fire apparatus including operating pump and assigned equipment;

Operate special computers, instruments and communications equipment; and

Conduct station tours and other lectures/demonstrations.

**EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES:**

High School diploma or GED equivalent is required;

Associates Degree in Fire Science/EMS/Emergency Management is preferred;

Must be currently certified or be immediately certifiable as Firefighter by the Texas Commission on Fire Protection;

Current Texas Department of State Health Services EMT Paramedic certification or license is required;

A valid Texas Motor Vehicle License and the ability to remain eligible to drive under the City's driver evaluation program are required;

A Texas CDL-B commercial vehicle operator's license is required within one year of employment and

All required licenses and certifications must be current and valid.

**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILL:**

Must have the knowledge of: of the human body and its systems, applicable traffic laws, medical-legal aspects of this position and clients' rights; safety and security procedures to allow duties to be carried out in hostile environments; the territory in the service area and medical facility locations and classifications; emergency driving techniques; maintenance and use of supplies; The ability to: maintain Paramedic level certification or license; deal appropriately with people in stressful situations; display good judgment while under stress; keep records and prepare reports; communicate and understand oral and written instructions; reason abstractly using medical concepts; take effective action in emergency situations; maintain emotional stability to perform hazardous duties during emergency medical, firefighting, rescue and hazardous materials responses while under stress; understand oral and written instructions and directions; get along well with the public and other employees; maintain physical endurance and agility; and practice sound safety and work habits.

Must have knowledge of: operation and maintenance of fire fighting, rescue, hazardous materials and EMS equipment; City ordinances and codes pertaining to fire safety; City's water supply system, fire hydrant locations, layout of streets and special or built-in hazards they pose; principles, equipment, technical information and practices in fighting residential, commercial and open space fires; knowledge of operation and maintenance of fire fighting equipment and other specialized equipment used by the department.

**OTHER REQUIREMENTS:**

Must have no history of criminal or improper conduct, which may effect suitability for fire service/EMS work:

Must not have been convicted, placed on deferred adjudication, probation or any type of court ordered supervision for any felony under laws of Texas, another state or the United States;

At the time of application, must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence; and

Any and all prior military service is required to have resulted in at least an under honorable conditions discharge.

**This job description is not an employment agreement or contract.**

**Management has the exclusive right to alter this job description at any time without notice.**

**THE CITY OF HELOTES IS AN EQUAL OPPORTUNITY EMPLOYER**

**Accepting application and resume by regular mail, email or fax #210-695-6520.**

**Interested candidates should submit an application and resume to the Human Resource Department located at 12951 Bandera Road, Helotes, Texas, 78023. E-mail, Fax, (210-695-6520) or regular mail accepted.**

**Deadline for accepting applications is 5 pm July 15, 2014**